The link to upload the letters from universities will be sent to the email directly.

General requirements for letter of recommendation:

The reference letters are usually 1-2 pages.

Strong letters of recommendation should address the following aspects of your candidacy:

- Academic Background: Provide details about your academic performance and work, including your GPA, coursework, research experiences, quality of your previous work and potential for future productive scholarship

- Research Potential: Highlight your research skills, goals, interests, and accomplishments, demonstrating your aptitude for independent research, professional skills, character and contribution to the field of computer science

- Personal Qualities: Describe your personal characteristics, such as intellectual curiosity, ability, creativity, problem-solving skills, teamwork abilities, technical and leadership skills and work ethic

- Specific Examples: Illustrate your strengths and potential with concrete examples from your academic and research experiences and should be able to speak to your CS abilities and should emphasize research experience and academic achievements, particularly in computer science

<u>Universities with deadlines and specific instructions for letter of recommendation if available</u>:

- ❖ Carnegie Mellon University early application by 11/29/2023 and final application by 12/13/2023,
- ❖ University of Pennsylvania by 12/01/2023,
- ❖ Cornell University by 12/01/2023,
- ❖ Stanford University by 12/05/2023,

    Please have your recommender write candidly about your qualifications, potential to carry on advanced study in the field specified, intellectual independence, capacity for analytical thinking, ability to organize and express ideas clearly, and potential for teaching. Descriptions of significant actions, accomplishments, character, and personal qualities related to scholarly achievement are particularly helpful. In describing such attributes as motivation, intellect, and maturity, specific examples are more useful than generalizations.

    Each of your recommenders are asked to respond to the following questions:

    1. Please identify the most selective group to which you are comparing the applicant

        - Undergraduate students

        - Master's level students

        - Doctoral level students

        - Other (please specify)

    2. How many years have you evaluated people in this group?

    3. Approximately how many people are in this group, totaled over those years?

4. In overall ability (as appropriate to graduate studies) this candidate is among the:

- Top 1-2%
- Top 5%
- Top 10%
- Top 25%
- Second quarter
- Third quarter
- Bottom quarter
- No basis for judgment

5. Admission to graduate study at Stanford University is:

- Strongly recommended
- Recommended
- Recommended with reservations
- NOT recommended

❖ University of California Berkeley by 12/11/2023,
❖ University of Washington Seattle by 12/15/2023,
❖ Massachusetts Institute of Technology by 12/15/2023,
❖ University of Texas Austin by 12/15/2023,
❖ California Institute of Technology by 12/15/2023,

   Recommendation letters should address the following information:

   - How well is the applicant known and in what capacity?
   - Does the applicant have the intellectual capability, experimental ability, fundamental training, creativity, and motivation to be successful as a student at Caltech?
   - Would the applicant be encouraged to do doctoral research under the recommender's supervision?
   - If English is not the native language, how well does the applicant read, write, and converse in English?
   - How does the applicant compare to any previous students who have come to Caltech for their graduate work?

❖ Georgia Institute of Technology by 12/15/2023,

   Recommenders will be asked to provide information regarding:

   - Acquaintance with the Applicant
   - Applicant's Characteristics and Abilities
   - Overall Recommendation
   - Additional Comments
   - Upload Recommendation Letter